

## **PREAMBLE**

Competitors work for *WorldSkills Australia* as a junior administration support staff.

## **SKILLS LIST**

Competitors will be assessed against the following units from the BSB07 Business Services Training Package during the competition:

BSBOHS201A	Participate in Occupational Health and Safety procedures
BSBINM202A	Handle mail
BSBWOR204A	Use business technology
BSBCMN201A	Communicate in the workplace
BSBWOR202A	Organise and complete daily work activities

## **MARKING SUMMARY**

<b>Unit of Competency</b>		<b>Task</b>	<b>Max Mark</b>
BSBOHS201A	Participate in OHS processes	1	11
BSBWOR204A	Use business technology	2	26
BSBINM202A	Handle mail	3	30
BSBCMN201A	Communicate in the workplace	4	30
BSBWOR202A	Organise and complete daily work activities	5	3
<b>TOTAL</b>			<b>100</b>

## **MATERIALS & EQUIPMENT TO BE SUPPLIED BY THE CONVENER**

### **Per competitor**

- A Personal IBM Compatible computer
- MS Word 2007, word processing software
- Ergonomic workstation
- Adjustable typist chair
- Document holder
- Foot rest if required

### **Stationery per competitor**

- 3 DL envelopes
- Rubber band

### **Shared equipment**

- Printer
- Fax
- Photocopier
- Faxed stamp
- Outward mail tray
- Fax sent tray

### **Resource package will include**

- USB removable disc – containing files: Letter, Fax and Catalogue
- Hardcopy of Australian Network Practice Firm mailing list
- Hardcopy of *WorldSkills Australia* Flyer
- Hardcopy of 2 back labels with *Competitor No.* to be written on to them. Avery A4/A5 L7163X – Address Labels

## **OH&S REQUIREMENTS**

**Electrical Equipment test & tag - Organisers and Competitors** - Only 240V & 415V electrical equipment that has been tested by a competent person and has a current test tag attached shall be allowed to be used in the competitions.

**Demonstrate Good Housekeeping - Organisers and Competitors** are required to properly manage their workplace, including minimising waste, preventing unavoidable power/gas consumption and effectively using materials and tools.

**Safe Work Method Statement - Competitors** must complete a Safe Work Method Statement in preparation to compete in the competition. Completed Safe Work Method Statements must be submitted to the Chief Judge prior to the start of the competition. No competitor will be allowed to compete in the competition unless a Safe Work Method Statement has been completed.

**Electrical Procedures - Organisers and Competitors** involved in any electrical activities associated with the competitions are required to use a safe system of work. This shall include following the *WorldSkills Australia* Electrical procedure and completing an Electrical Risk Assessment prior to competition.

### **Safety Checklist**

The Safety Checklists are to be completed by the Chief Judge in each category prior to commencing the competitions each day.

The Safety Checklists will help you maintain a safe working environment. The term 'Workers' includes all persons associated with the competition work areas.